
CalWORKs/PBA

Data Collection Instructions

For Fiscal Year 2000-2001

July 1, 2000 to June 30, 2001

Due: August 31, 2001

Adult Schools and ROC/Ps

**Mail To: California Department of Education
Standards and High School Development Division
ROCP Unit
660 J Street, Suite 300
Sacramento, CA 95814
Attn: Sue Haseltine**

California Department of Education

Education Support Systems Division • Adult Education Office • 660 J Street, Suite 400 • Sacramento, CA 95814 • (916) 322-2175
Standards and High School Development Division • ROCP Unit • 660 J Street, Suite 300 • Sacramento, CA 95814 • (916) 322-5050

Forward:

The following informational packet is an attempt to clarify the requirements regarding the CalWORKs and Performance Based Accountability (PBA) data collected for the period of July 1, 2000 through June 30, 2001.

Hopefully, the information contained in this packet will clarify any misconceptions regarding what data is to be submitted and how the data is supposed to look. If you have any questions or concerns, please do not hesitate to contact Sue Haseltine at (916) 445-1668 or shaselti@cde.ca.gov.

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Contacts

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CASAS

TOPSpro Technical Support

Voice: (800) 255-1036, ext. 366

www.casas.org

Voice: (858) 292-2900

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ASAP 2000 (Administrative Software Applications, Inc.)

Technical Support

Voice: (800) 969-2727

info@asawww.com

Fax: (650) 968-8912

Coop 2000 (The Critical Skills Group, Inc.)

Technical Support

Voice: (630) 682-5388

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NCS Education Software and Services

Technical Support

Voice: (800) 431-1421

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Paradigm Corporation

Technical Support

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Socrates

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Voice: (707) 864-4205

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Technical Support

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Requirements

1. One new floppy diskette or CD for each CalWORKs and/or PBA file you are submitting. Diskette labels should include agency name, CDS code, and type of data ("CalWORKs" or "PBA").
2. The appropriate two-digit county and five-digit district CDS code for each agency and site under your reporting jurisdiction. CDS code numbers are listed in the California Public School Directory. If you do not know the CDS code number for the agencies and/or sites you are reporting for, please contact Sue Haseltine at (916) 445-1668. For agencies that use the TOPSpro software program, please do not confuse your seven-digit CDS code number with your four-digit CASAS agency code number.
 - For example, the county-district CDS code number for Albany Adult School is 01-61127. (01 is the *County* Code for Alameda County; 61127 is the *District* Code for Albany Adult School).
3. A diskette mailing envelope. A sturdy mailing envelope with the contents wrapped in padding, foam, bubble wrap, or heavy duty cardboard to protect the contents is necessary. If a damaged disk is received, it cannot be processed, and you will be required to submit a duplicate. Multiple diskettes may be mailed in the same envelope.
4. Access to an IBM compatible desktop system. All data must be provided in an IBM compatible format. Please do not send diskettes formatted on a Macintosh system.

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CalWORKs/PBA Data Collection

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CalWORKs Data

The CalWORKs Data Collection Report is required by Chapter 324, Statutes of 1998. If you are unsure whether or not your agency should provide a CalWORKs report, please contact Sue Haseltine at (916) 445-1668.

For which students must we collect data?

You must collect and report data for all CalWORKs students in all courses in each of the ten adult education program areas and all ROCP courses, regardless of the number of instructional hours they attend. CalWORKs data is not limited to vocational education like PBA is.

How do we submit data?

All data is submitted to the Department of Education on diskette; see pages 15, 15.1 and 16 for specific information. Please do not submit hard copies or paper files/records.

Is data submitted by individual student or aggregated?

There is no individual tracking of students or mandated reporting by a unique identifier such as name or social security number for CalWORKs data. But, there should be a line item on your report for every CalWORKs student who enrolled at your agency for the FY 00-01 collection period.

If we use TOPSpro, should we expect a new form?

Yes. CASAS has recently distributed new TOPSpro forms. The data elements on the forms have not changed. Please contact CASAS to order the forms, and for procedures on using the TOPSpro forms and generating your report.

List of CalWORKs Data Elements

- Provide the 37 CalWORKs data elements in the exact data sequence as shown on pages 12 and 13.
- Do not skip any data element or leave a data element column blank in your report. If you do not have data for a specific element then insert the appropriate response -- either "0" for zero or "U" for unknown in that data element column.
- Do not include any data elements that are not identified as CalWORKs from the data element record layout list provided on pages 12 and 13.
- Do not include either Social Security Numbers or any other unique identifying numbers for any students in the CalWORKs report.
- All CalWORKs data elements are included in the TOPSpro Entry, Update, and Workforce Supplemental forms. Refer to the CASAS Administration Manual for Adult Agencies for specific information.

CalWORKs Data Report – Setup Example

Data Element	Sex	Birthdate	Am I	Alaskan	Asian	Pac Islander	Filipino
Student Count	M	01/20/1956	N	N	Y	N	N
	M	06/21/1962	N	Y	N	N	N
	F	12/14/1976	Y	N	N	N	N
	F	08/10/1972	N	N	Y	N	N
	M	11/15/1980	N	N	N	N	Y
	M	09/02/1969	U	U	U	U	U

CalWORKs Data Report – Final Product Example

Sex	Birthdate	Am I	Alaskan	Asian	Pac Islander	Filipino
M	01/20/1956	N	N	Y	N	N
M	06/21/1962	N	Y	N	N	N
F	12/14/1976	Y	N	N	N	N
F	08/10/1972	N	N	Y	N	N
M	11/15/1980	N	N	N	N	Y
M	09/02/1969	U	U	U	U	U

Or, as a text document it would look like this (Note: there are 37 CalWORKs data elements, only 7 are shown below):

```

M01/20/1956NNYNN
M06/21/1962NYNNN
F12/14/1976YNNNN
F08/10/1972NNYNN
M11/15/1980NNNNY
M09/02/1969UNUYU

```

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CaIWORKs/PBA Data Collection

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PBA Data

The PBA Data Collection Report is required by Chapter 915, Statutes of 1997 for vocational training programs. If you are unsure whether or not your agency should provide a PBA report, please contact Sue Haseltine at (916) 445-1668.

For which students must we collect data?

Adult Education Students:

Collect data on all Adult Education students, 18 years of age or older, in vocational programs who are in classes scheduled in a minimum of 12 hours per week, **and** who have attended a minimum of 20 hours or more in the class, **and** who have signed "yes" on the "Privacy Notice and Consent Form."

ROP Students:

Collect data on all ROP students who are 18 years of age or older **and** not concurrently enrolled in high school, continuation school, independent study, etc., **and** are in classes scheduled a minimum of 10 hours per week, **and** who have attended a minimum of 20 hours or more in the class, **and** who have signed "yes" on the "Privacy Notice and Consent Form."

How do we submit data?

All data is submitted to the Department of Education on diskette; see pages 15, 15.1 and 16 for specific information. Please do not submit hard copies or paper files/records.

Is data submitted by individual student or aggregated?

For PBA purposes, the data is submitted by individual, by social security number.

If we use TOPSpro, should we expect a new form?

Yes. CASAS has recently distributed new TOPSpro forms. The data elements on the forms have not changed. Please contact CASAS to order the forms, and for procedures on using the TOPSpro forms and generating your report.

Can TOPSpro indicate student enrollment data? (i.e. enrolled for 10-12 hours in vocational education).

TOPSpro does not track individual student enrollment. There is a place on the TOPSpro form to enter information on how many hours a student attends classes, but you will need to track daily attendance elsewhere.

Should we combine vocational class hours with other types of classes attended by individual students to equal required hours?

Students' hours must include only vocational education courses, and must be counted within an Adult Education program or ROP. Do not combine Adult Education and ROP courses (i.e., students cannot combine a computer class with GED preparation).

Is Job Club approved?

Job Club is currently approved for CalWORKs eligible students only.

How do we track multiple classes that our students may be attending?

You are strongly encouraged to do the best you can to find other sites in your program where students may be taking classes. Use your central data systems, if available, or develop tracking systems that will work for you.

Do we collect data on students in fee-based programs?

No - Do not collect data on students in fee-based programs.

Who is responsible for knowing why a student left the program?

Each agency, with the assistance of teachers, students, and support staff, needs to determine the best strategy for their program to collect this information.

Can we submit a claim for reimbursement of costs associated with developing and maintaining PBA data collection systems?

No - Specific processes have not been identified for claiming reimbursement of costs associated with data collection.

List of PBA Data Elements

- Provide the 58 PBA data elements in the exact data sequence as shown on pages 12 and 13.
- Do not skip any data element or leave a data element column blank in your report. If you do not have data for a specific element then insert the appropriate response -- either "0" for zero or "U" for unknown in that data element column.
- Do not include any data elements that are not identified as PBA from the data element record layout list provided on pages 12 and 13.
- All PBA data elements are included in the TOPSpro Entry, Update, and Workforce Supplemental forms. Refer to the CASAS Administration Manual for Adult Agencies for specific information.

PBA Data Report – Setup Example

Data Element	SSN	Sex	Birthdate	Am I	Alaskan	Asian	Pac Islander	Filipino
Student Count	123456789	M	01/20/1956	N	N	Y	N	N
	223456789	M	06/21/1962	N	Y	N	N	N
	167456789	F	12/14/1976	Y	N	N	N	N
	647856789	F	08/10/1972	N	N	Y	N	N
	123428590	M	11/15/1980	N	N	N	N	Y
	598456724	M	09/02/1969	U	U	U	U	U

PBA Data Report – Final Product Example

SSN	Sex	Birthdate	Am I	Alaskan	Asian	Pac Islander	Filipino
123456789	M	01/20/1956	N	N	Y	N	N
223456789	M	06/21/1962	N	Y	N	N	N
167456789	F	12/14/1976	Y	N	N	N	N
647856789	F	08/10/1972	N	N	Y	N	N
123428590	M	11/15/1980	N	N	N	N	Y
598456724	M	09/02/1969	U	U	U	U	U

Or, as a text document, it would look like this (Note: there are 58 PBA data elements, only 8 are shown below):

```
123456789M01/20/1956NNYNN
223456789M06/21/1962NYNNN
167456789F12/14/1976YNNNN
647856789F08/10/1972NNYNN
123428590M11/15/1980NNNNY
598456724M09/02/1969UUUUU
```

PBA Privacy Notice

When do we use the PBA Privacy Notice and Student Consent Form?

Each student who registers for vocational education through an Adult Education or ROCP program should receive a Privacy Notice and Student Consent Form.

Is it OK to print the Privacy Notice in other languages?

Yes, but you must maintain the integrity of the English version.

Is it OK to print the Privacy Notice in another format? (i.e., landscape vs. portrait).

Yes.

Can we simplify the wording?

No -- The wording cannot be changed. It is part of state regulations.

How long should we maintain files of Privacy Notices?

There are no specific requirements. We recommend that you keep them on file in conjunction with normal audit retention periods.

Do we have to keep Privacy Notices for people who choose not to sign?

There is no specific requirement to keep Privacy Notices for students whether they do or do not choose to sign. However, we recommend that you keep both "yes" and "no" Privacy Notice and Consent forms. At a minimum, we strongly recommend that you keep the "yes" documents in case there are any questions about releasing data on an individual student.

What about students who refuse to sign?

Students have the right to sign or not to sign. Students who choose not to sign must be held harmless and may not be denied services.

Several agencies have found it helpful to collect student signatures on the Privacy Notice and Consent Form at the same time registration forms are being completed.

Keep in mind that agency staff who encourage students not to sign prohibit the Department of Education from sharing information with other governmental agencies who have the responsibility of measuring student success after completion of adult vocational training programs and providing recommendations. It is also important to note that future funding from the state for Adult Education and ROCP programs may be based on data gathered through this process. If the student does not sign, the agency may not include their data within the PBA report.

PBA Privacy Notice And Student Consent Form

PRIVACY NOTICE AND INFORMATION FOR STUDENTS: The State Workforce Investment Board (SWIB) is gathering information about students to evaluate California's work force training system. The SWIB is asking for your social security number and other information, as listed below.

If you agree, the school will report the following information: your name; social security number; birthdate; gender; ethnicity; date of enrollment and departure from this work force education or training program; the type and amount of training and services received; whether you are economically disadvantaged, disabled, a dislocated worker, a displaced homemaker, or a veteran; whether you are deficient in basic skills or limited in English proficiency; and your education achievement level.

The SWIB will keep this information on file in its Performance Based Accountability (PBA) System. During the three years after you complete or leave this training program, the SWIB will gather information related to your enrollment in other education programs, your status in the work force (type of employment, wages earned, unemployment or disability payments received); and enrollment in any welfare program.

All information about you and other students will be summed up by the SWIB to determine the success of the work force training programs you are enrolled in. **You will not be individually identified in any reports made to the public.** Other state and federal government agencies that are concerned with the administration of workforce development programs may have access to your individual data.

You may decide whether to provide your social security number and release the other information; it is voluntary. If you do not wish to release this information, you can still enroll in workforce education and training programs or in any other education program. Your grades will not be affected. Authority to ask for your social security number for this purpose is in the *California Unemployment Insurance Code*, Section 15037.1.

After you have read this form, please mark one of the choices below, then sign and date the form.

STUDENT CONSENT (*Only students who are 18 years of age or older, and who are not enrolled in high school, should complete and sign this form.)

Name of Student (type or print): _____

- ☐ **YES.** I have been informed of the ways my social security number and other information will be used. I have voluntarily decided to provide this information.

My Social Security Number is: _____ - _____ - _____

- ☐ **NO.** I do not want to give my social security number or other information. I have voluntarily decided NOT to provide this information.

Student Signature

Date

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Now That The Report Is Completed

Before saving a file, view each report to ensure that the data is posted and that it is in the correct format. Use the CalWORKs and PBA sample data reports on pages 6 and 9 as examples of what data reports should look like. Files should be saved in a format readable on Microsoft 2000 or an earlier version.

Using new IBM formatted diskettes, save each individual CalWORKs and PBA report to separate diskettes. Do not put a CalWORKs report and a PBA report on the same diskette. Name the data report files as follows:

For CalWORKs Data Collection reports, name the file CalWORKs_Agency Name & CDS code. (i.e., the file name for the Albany Adult School CalWORKs report would be labeled as CalWORKs_Albany0161127).

For PBA Data Collection reports, name the file PBA_Agency Name & CDS code. (i.e., the file name for the Albany Adult School PBA report would be labeled as PBA_Albany0161127).

Your system may prompt you for a file extension. If so, enter the appropriate file extension, such as .txt, .xls, .xlw, .mdb, etc.

Acceptable formats are:

- Microsoft Access 2000 and Excel 2000, or earlier versions
- FoxPro
- Dbase 3,4,5
- ASCII Text File
- Text Delimited
- Quattro Pro 1.0/5.0 (win)
- TOPSpro

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How To Send Diskettes

Do not submit a hard paper copy of the student data or reports. However, in addition to the diskette(s), please include a memo* on your agency letterhead indicating the following information:

- Agency or Site name and CDS Code (if multiple sites, please list all of them)
- Identify how many diskettes are included and their file names
- Time period the disk(s) cover
- If your agency is submitting only one data type, indicate why you are not reporting the other data type.
- Name, telephone number, and extension of the person to contact about technical questions regarding the data submitted.

For your convenience, we have included a pre-printed form on page 15.1 that you may complete and return to us; or see sample memo below.

*Sample Memo:

"Please find enclosed one CalWORKs Data Collection diskette from Albany Adult School, CDS code number 01-61127. The CalWORKs file is titled: CalWORKs_Albany0161127.

The data provided on this diskette covers fiscal year 2000-2001.

Albany Adult School is only submitting CalWORKs data because none of our courses meet the PBA data reporting requirements.

If you have questions regarding this data, please call John Q. Helpful at (123) 456-7890."

Where To Send Diskettes

All Adult Schools and ROCPs are to mail their CalWORKs/PBA diskette(s) and memo to the following address on or before August 31, 2001:

California Department of Education
Standards and High School Development Division
ROCP Unit
660 J Street, Suite 300
Sacramento, CA 95814
Attn: Sue Haseltine

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No Data To Report

Please Note:

If your agency has no data to report, you must submit a memo on your letterhead with an original signature indicating that your agency will not be submitting a data diskette and state the reason(s) why. Please be as specific as possible. Remember to include the seven-digit CDS code and the appropriate reporting period.

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